

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2005

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Town of Crossville Housing Authority

PHA Number: TN04201V01

PHA Fiscal Year Beginning: 1/2005

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is:

The mission of the Crossville Housing Authority is to serve low-income families within the Authority's jurisdiction. The Crossville Housing Authority will strive to provide safe and sanitary housing that is affordable, and to promote the economic well being of our clients by providing stable housing without discrimination.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☒ Leverage private or other public funds to create additional housing opportunities:
 - ☒ Acquire or build units or developments
 - ☐ Other (list below)
- ☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score) 95
 - ☒ Improve voucher management: (SEMAP score) 100
 - ☒ Increase customer satisfaction:

- ☐ Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 - ☒ Renovate or modernize public housing units:
 - ☐ Demolish or dispose of obsolete public housing:
 - ☒ Provide replacement public housing:
 - ☐ Provide replacement vouchers:
 - ☐ Other: (list below)
-
- ☒ PHA Goal: Increase assisted housing choices
Objectives:
 - ☐ Provide voucher mobility counseling:
 - ☒ Conduct outreach efforts to potential voucher landlords
 - ☐ Increase voucher payment standards
 - ☒ Implement voucher homeownership program:
 - ☒ Implement public housing or other homeownership programs:
 - ☐ Implement public housing site-based waiting lists:
 - ☐ Convert public housing to vouchers:
 - ☐ Other: (list below)
-
- HUD Strategic Goal: Improve community quality of life and economic vitality**
- ☒ PHA Goal: Provide an improved living environment
Objectives:
 - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - ☒ Implement public housing security improvements:
 - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - ☒ Other: Develop Hospice in partnership with Hospice of Cumberland County to provide residential Hospice House.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - ☒ Increase the number and percentage of employed persons in assisted families:

- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2005
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Crossville Housing Authority has completed this Agency Plan in consultation with CHA residents and the local communities. The Plan was discussed with the residents on April 23, 2004, April 29, 2004, May 29, 2004 and on June 9, 2004. The Resident Management Committee met on April 20, 2004, the Residents Initiative Committee met on July 23, 2004, the Security Committee met on April 27, 2004 and the Maintenance Committee met on April 27, 2004.

The public was afforded the opportunity to review the plan between June 11, 2004 and July 28, 2004 and to offer comments at a public hearing held on July 28, 2004. The Annual Agency Plan is summarized as follows.

*** Housing Needs**

The CHA current waiting list is excessive and the demand for public housing and Section 8 assistance is evident. Our greatest demand is for small bedroom units (1 and 2 bedroom).

*** Financial Resources**

The CHA expects to expend approximately \$ 468,194 in the year 2005 for operations, capital improvements and administrative costs.

* **Eligibility, Selection and Admission Policies**

The CHA standard operating policies and Section 8 policies are revised to comply with the requirements of the QHWRA through regulations published in the Federal Register on March 29, 2000. These policies will be updated as HUD issues further guidance.

* **Rent Determination – Discretionary Policies**

Our discretionary rent policies include:

1. Ceiling Rents
2. Flat Rents
3. Minimum Rent of \$50.00 for Public Housing and Section 8

* **Operations and Management**

The CHA has developed a Practice and Procedures manual, which includes all of our policies relating to public housing and Section 8 administration, management, maintenance, leasing and occupancy. These policies have been revised to comply with the recently mandated requirements of the QHWRA.

* **Grievance Procedure**

The CHA revised its Grievance Procedure to comply with the QHWRA and will continue to make revisions as additional issues are addressed by HUD regulations.

* **Capital Improvements**

Our projected funding under the Capital Funds Program is \$ 468,194. Our focus for the 2005 program year is to modernize 42-2 & 42-3.

* **Demolition and/or Disposition**

Crossville Housing Authority has no plans for demolition and/or disposition.

* **Designation**

The CHA plans to maintain the current elderly/disabled designation that applies to a portion of its units. The CHA has no plans to designate additional units in the future.

*** Conversion of Public Housing**

The CHA has no current plans to designate any developments or buildings to tenant-based assistance.

*** Homeownership**

The CHA currently has a Section 5(h) Homeownership Program to provide the working low and moderate-income public housing families the opportunity to purchase their own homes. CHA has applied for Section 32 Homeownership. The CHA also has in place a Section 8 Homeownership program that was adopted July 13, 2001.

*** Self-Sufficiency Programs**

The CHA offers and provides a variety of services to their residents. These services include educational programs such as GED classes, learning works, stay-in-school program and TNT program as well as daycare services and homeownership opportunities. The CHA also administers a Family Self-Sufficiency Program. This program combines housing assistance with career planning, training and support services to help families toward their own goal of self-sufficiency. Services offered through the FSS program include career explorations, small business training and development, life skills training and budget and money management counseling.

*** Safety and Crime Prevention**

The CHA has addressed and will continue to address the problems with security and crime in their developments as well as the surrounding neighborhoods. The CHA will work in cooperation with the police department, residents and private security services to address safety and crime. In addition to the current anti-crime and security activities the CHA has a strict applicant screening policy and partnerships with law enforcement agencies. The CHA has identified additional

goals and objectives to further combat criminal activities. These goals and objectives include applying for and receiving ROSS Grant funds, of \$1980.

* **Ownership of Pets**

The CHA has a policy related to tenant-owned pets. This policy permits all CHA residents to own pets subject to compliance with specific requirements of our pet lease.

* **Civil Rights Certification**

We have included the required certification regarding Fair Housing and Civil Rights in this plan.

* **Annual Audit**

Our most recent annual audit for fiscal year 2003 has been completed and will be in our files and available for review in our main office during normal business hours by the end of September 2004.

* **Asset Management**

It is the goal of the CHA to manage our assets (physical properties, financial resources and manpower) as efficiently as possible to meet the intent of our Mission Statement.

* **Other Information**

1. Resident Advisory Board Recommendation
2. Statement of Consistency with the Consolidated Plan

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

Page #

Annual Plan

i. Executive Summary	1
ii. Table of Contents	5
1. Housing Needs	9
2. Financial Resources	16
3. Policies on Eligibility, Selection and Admissions	17
4. Rent Determination Policies	25
5. Operations and Management Policies	30
6. Grievance Procedures	31
7. Capital Improvement Needs	32
8. Demolition and Disposition	34
9. Designation of Housing	34
10. Conversions of Public Housing	35
11. Homeownership	37
12. Community Service Programs	40
13. Crime and Safety	45
14. Pets (Inactive for January 1 PHAs)	47
15. Civil Rights Certifications (included with PHA Plan Certifications)	50
16. Audit	50
17. Asset Management	50
18. Other Information	51

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:	Page
<input checked="" type="checkbox"/> Admissions Policy for Deconcentration (Attachment O)	78
<input checked="" type="checkbox"/> FY 2005 Capital Fund Program Annual Statement (see Table Library)	
<input type="checkbox"/> Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	

Optional Attachments:

<input checked="" type="checkbox"/> PHA Management Organizational Chart (Attachment Q)	84
<input checked="" type="checkbox"/> FY 2005 Capital Fund Program 5-Year Action Plan (See Table Library)	

- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☒ Comments of Resident Advisory Board or Boards (Attachments D,E,F & G)
(must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)

	Page
1. Attachment A: Resident Meeting on April 23, 2004	54
2. Attachment B: Resident Meeting on April 29, 2004	57
3. Attachment C: Resident Meeting on May 7, 2004	59
4. Attachment D: Security Committee Meeting on April 27, 2004	61
5. Attachment E: Maintenance Committee Meeting on April 27, 2004	62
6. Attachment F: Management Committee Meeting on April 20, 2004	63
7. Attachment G: Resident Initiatives Committee Meeting on July 23, 2004	64
8. Attachment H: Statement of Progress on meeting 5-year plan mission	66
9. Attachment I: Resident Membership of PHA governing Board	67
10. Attachment J: Membership of the Resident Advisory Board	68
11. Attachment K: Resident Council Board Members	71
12. Attachment L: Section 8 Homeownership Program Capacity Statement	72
13. Attachment M: Public Housing Assessments	73
14. Attachment N: Resident Survey Action Plan	76
15. Attachment O: Crossville Housing Authority Deconcentration Policy	78
16. Attachment P: Public Housing Plans Luncheon meeting	79
17. Attachment Q: CHA Organizational Chart	84

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Y	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
Y	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Y	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
Y	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
Y	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
Y	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
Y	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
Y	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Y	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
Y	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
Y	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
Y	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
Y	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
Y	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
Y	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
Y	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
Y	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	3	2	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	3	2	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	2	2	N/A	N/A	N/A	N/A	N/A
Elderly	2	4	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White/Non- Hispanic			N/A	N/A	N/A	N/A	N/A
Race/Ethnicity			N/A	N/A	N/A	N/A	N/A
Race/Ethnicity			N/A	N/A	N/A	N/A	N/A
Race/Ethnicity			N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	5	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	1	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	1	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	5		N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A
Black			N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	1	N/A	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	5	N/A	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	2	N/A	N/A	N/A	N/A	N/A	N/A
Elderly	2		N/A	N/A	N/A	N/A	N/A
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A
Hispanic			N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A
			N/A	N/A	N/A	N/A	N/A

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	92		72
Extremely low income <=30% AMI	65	71%	
Very low income (>30% but <=50% AMI)	27	30%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	49	54%	
Elderly families	18	20%	
Families with Disabilities	8	9%	

Housing Needs of Families on the Waiting List			
Race/ethnicity	W	92	100%
Race/ethnicity	H	0	0%
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	147		145
Extremely low income <=30% AMI	119	81%	
Very low income (>30% but <=50% AMI)	21	15%	
Low income (>50% but <80% AMI)	7	5%	
Families with			

Housing Needs of Families on the Waiting List			
children	81	56%	
Elderly families	5	4%	
Families with Disabilities	13	9%	
Race/ethnicity W	141	96%	
Race/ethnicity H	6	4%	
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	48	33%	
2 BR	70	48%	
3 BR	27	19%	
4 BR	2	2%	
5 BR	0	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development

- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)

EXPANSION OF AFFORDABLE HOUSING OPPORTUNITIES AND DEVELOPMENT OF PUBLIC HOUSING HOSPICE HOUSE.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: Building a Hospice House

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)

HIRE ELDERLY HOUSING SERVICE COORDINATOR AND WORK AT DEVELOPING AFFORDABLE ASSISTED LIVING IN PUBLIC HOUSING.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☐ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund	555,552	
b) Public Housing Capital Fund	468,194	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,353,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Community Development Block Grant	0	
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CFP 2003	81,731	Public Housing
CFP 2003	410,094	Capital Improvement
CFP 2004	468,194	
3. Public Housing Dwelling Rental Income	723,632	Public Housing Operating Expenses
Excess Utilities	20,000	Public Housing Operating expense
Non Dwelling Rental	5,000	Public Housing Operating Expense
4. Other income (list below)		
Interest	6,500	Public Housing Operating Expense
Other income	40,000	Public Housing Operating Expense
4. Non-federal sources (list below)		
Total resources	4,131,897	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

- ☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: At time of application

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping
☒ Other: Credit and personal references

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
☐ PHA development site management office
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? none

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☐ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☒ Resident choice: If no applicants are on the priority waiting list.
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: The pool of applicant families ensures that the PHA will meet income-targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source: Tenant Handbook

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☒ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity
☒ Other : If requested: The information in Crossville Housing Authorities files relate to suitability.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Unforeseen medical issues, lack of affordable housing, and on other extraordinary circumstances.

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose Section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) *Elderly Priority*

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)

- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: The pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices
- ☒ Other : Through government and non-profit organizations.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

The CHA uses HUD's minimum rent hardship exemptions, which are as follows:

1. The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstances, including loss of employment;
4. A death in the family has occurred, and;
5. Other circumstances determined by the CHA and HUD.

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

The Crossville Housing Authority uses ceiling rents and flat rents as identified in other sections of this document.

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☒ Other : Deduction for child support

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☒ Operating costs plus debt service
- ☐ The "rental value" of the unit

☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never

☐ At family option

☐ Any time the family experiences an income increase

☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$100 per month increase

☐ Other (list below)

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISA's) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☐ The section 8 rent reasonableness study of comparable housing

☐ Survey of rents listed in local newspaper

☐ Survey of similar unassisted units in the neighborhood

☒ Other : The CHA has adopted ceiling rents as flat rents for this plan year.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below 100% of FMR

☐ 100% of FMR

☒ Above 100% but at or below 110% of FMR

☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The PHA uses HUD's required minimum rent hardship exemptions, which are as follows:

1. The family has lost eligibility or is awaiting an eligibility determination for a Federal, State or Local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstances, including loss of employment;

4. A death in the family has occurred; and
5. Other circumstances determined by the CHA or HUD.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	329	145
Section 8 Vouchers	333	144
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Mainstream 12	0
	Unification 50	0
	Homeownership 10	10
	Continuum of Care 8	8
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
HOMES	60	20

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management:

Check Cashing policy, Capitalization, Maintenance Uniform Policy, Check Signing Policy, Disposition Policy, Drug Free Workplace Policy, Grievance Procedure, General Depository, Insurance Register, Personnel Policy, Pet Policy, Petty Cash, Procurement Policy, Rent Collection Policy, Employee Retirement Plan, Sexual Harassment Policy, Travel Policy, Admissions and Continued Occupancy Policy, Deconcentration, Community Service.

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

(a) Will be updated as necessary for changing HUD rules over administration of Section 8 program

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) CP ATT ONE

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund?
(if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state nameTABLE LIBRARY

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
- ☐ Revitalization Plan submitted, pending approval
- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

- ☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:
7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date

<p>submitted or approved:</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>
--

<p>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</p>
--

N/A

<p>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</p>
--

N/A

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

<p>Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.</p>

1. ☒ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<p align="center">Public Housing Homeownership Activity Description (Complete one for each development affected)</p>
<p>1a. Development name: Rosewood Terrace</p> <p>1b. Development (project) number: 42-1</p>

2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 8 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Goodwin Court 1b. Development (project) number: 42-4
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 6 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Netherton Court, Storie Avenue Homes 1b. Development (project) number: 42-14
2. Federal Program authority:

<input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 15 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: Braun Hill, Braun Cove, Woody Court Homes 1b. Development (project) number: 42-16
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (01/08/1999)
5. Number of units affected: 25 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined

submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

☐ Yes ☒ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 05/26/1997

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☒ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Teens Need Training (TNT)	5	First Come	Main Office	Both
Learning Works	15	First Come	Main Office	Both
Gateway Educational Center	110	First Come	Main Office	Both
Young Marines	25	First Come	Main Office	Both
Meals on Wheels	30	First Come	Main Office	Both
Elderly/Disabled Services	30	First Come	Main Office	Both
Summer Youth Program	15	First Come	Main Office	Both
Tae Kwon Do	4	First Come	Main Office	Both
Senior Day Out	7	First Come	Main Office	Both
Weight Training	5	First Come	Main Office	Both

Spanish Class	4	First Come	Main Office	Both
Coffee with the Director	15	First Come	Main Office	Both
Girl Power	15	First Come	Main Office	Both
Christmas Program	335	First Come	Main Office	Both
Back to School Bash	200	First Come	Main Office	Both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 01/29/2004)
Public Housing	11	22
Section 8	30	37

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

“Implementation of Public Housing Resident Community Service Requirements”

INTRODUCTION

A. REQUIREMENT

Each adult resident of the PHA shall:

Contribute 8 hours per month of community service (not including political activities) within the community in which that adult resides; or

Participate in an economic self-sufficiency program (defined below) for 8 hours per month; or

Perform 8 hours per month of combined activities (community service and economic self-sufficiency program)

A. EXEMPTIONS

The PHA shall provide an exemption from the community service requirement for an individual who:

Is 62 years of age or older;

Is a blind or disabled individual, as defined under section 216[I][1] or 1614 of the Social Security Act, and who is unable to comply with this section, or is a primary caretaker of such individual;

Is engaged in a work activity as defined in section 407[d] of the Social Security Act;

Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act, or under any other welfare program of the State in which the public housing agency is located, including a State administered welfare-to-work program, and has not been found by the State or other administering entity to be in compliance with such program.

The PHA will re-verify exemption status annually except in the case of an individual who is 62 years of age or older.

The PHA will permit residents to change exemption status during the year if status changes.

B. DEFINITION OF ECONOMIC SELF-SUFFICIENCY PROGRAM

For purposes of satisfying the community service requirement, participating in an economic self-sufficiency program is defined, in addition to the exemption definitions described above, by HUD as: Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families.

These economic self-sufficiency programs can include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

In addition to the HUD definition above, the PHA definition may include any of the following:

Participating in the Family Self-Sufficiency Program and being current in the steps outlined in the Individual Training and Services Plan.

Other activities as approved by the PHA on a case-by-case basis.

The PHA will give residents the greatest choice possible in identifying community service opportunities.

The PHA will consider a broad range of self-sufficiency opportunities.

D. ANNUAL DETERMINATIONS

Requirement – For each public housing resident subject to the requirement of community service, the PHA shall, 30 days before the expiration of each lease term, review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

The PHA will verify compliance annually. If qualifying activities are administered by an organization other than the PHA, the PHA will obtain verification of family compliance form such third parties.

Family members will not be permitted to self-certify that they have complied with community service requirements.

E. NONCOMPLIANCE

If the PHA determines that a resident subject to the community service requirement has not complied with the requirement, the PHA shall notify the resident of such noncompliance, and that:

The determination of noncompliance is subject to the administrative grievance procedure under the PHA's Grievance Procedures; and

Unless the resident enters into an agreement to comply with the community service requirement, the resident's lease will not be renewed, and

The PHA may not renew or extend the resident's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the household, unless the HA enters into an agreement, before the expiration of the lease term, with the resident providing for the resident to cure any noncompliance with the community service requirement, by participating in an economic self-sufficiency program for or contributing to community service as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12-month term of the lease.

Ineligibility for Occupancy for Noncompliance

The PHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

F. PHA RESPONSIBILITY

The PHA will ensure that all community service programs are accessible for persons with disabilities.

The PHA will ensure that:

The conditions under which the work is to be performed are not hazardous;

The work is not labor that would be performed by the PHA's employees responsible for essential maintenance and property services; or

The work is not otherwise unacceptable.

G. PHA IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

The PHA will administer its own community service program.

The PHA will provide to residents a list of community service and volunteer opportunities available throughout the community.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☒ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

All CHA Developments

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program

☒ Other :

Educational Programs

2. Which developments are most affected?

All CHA Developments

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected?

All CHA Developments

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

“Pet Policy”

LEASE ADDENDUM

TO ALLOW FOR PETS

Lessee: _____ Unit No. _____

Address: _____ Pet Deposit: _____

I, _____, agree to the following rules and statements made in this Lease Addendum as set by the Crossville Housing Authority.

When the Crossville Housing Authority refers to pets, that means only dogs, cats, birds, and fish are included. This Lease Addendum tells me what I am responsible for and what the Crossville Housing Authority is responsible for concerning my dog or cat.

Only one pet is allowed per family.

I also understand that my pet cannot be larger than:

- Dog – 15 inches tall when full grown
- Cat – 10 inches tall when full grown

I agree to pay a damage deposit of \$100.00 (subject to increase) for cats and dogs, none for birds or fish. This deposit shall be paid in advance. This deposit is refundable if no damage is done, by or as a result of the pet, as verified by Management, after tenant disposes of the pet or moves.

WHAT I MUST DO

- I must provide the Crossville Housing Authority with all verifications of my pet's inoculations, neutering, license, etc. before I can have my pet and I must bring verification of inoculations each year at the annual reexamination time.
- I must make sure my pet receives the medical care necessary for my pet to maintain good health.
- I must have my dog or cat on a leash any time it is out of my own unit.
- My dog or cat will remain inside my unit except for short periods of time while being walked or exercised by a responsible person. No animal shall be permitted in the Community Room. NO DOG HOUSES, animal runs, etc., will be permitted.
- I must accept complete responsibility for any damages to property caused by my pet. This includes other residents' property as well as all Crossville Housing Authority property.
- I will hold harmless the Crossville Housing Authority for any injuries or damages caused by my pet.

- I must accept complete responsibility for the behavior and conduct of my pet at all times.
- I will be responsible for promptly cleaning up pet droppings on the grounds by placing in a plastic bag with closure and properly disposing of said droppings.
- I will take adequate precautions to eliminate any pet odors within or around my unit and maintain sanitary conditions at all times.
- I will provide litter boxes for cat waste, which will be kept in the unit. I will not let waste accumulate. I will be responsible for properly disposing of cat waste by placing it in a plastic bag with closure and placing it in a trash container.
- I will not alter my unit or grounds to create an enclosure for any pet.
- I understand that tenants are prohibited from harboring and feeding stray animals. The feeding of stray animals shall constitute having a pet without permission of Management.
- I understand that no pet may be kept in violation of state humane or health laws, or local ordinances.
- In the event of my pet's death, I must dispose of the remains according to local health regulations.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL NOT DO

- The CHA will not be responsible for my pet at any time regardless of the circumstances.
- The CHA will not be responsible for any damages or injuries caused by my pet.
- The CHA will not permit my pet to become a nuisance to management or any residents.

WHAT THE CROSSVILLE HOUSING AUTHORITY WILL DO

- When it is necessary for the CHA to spray for fleas and ticks or other insects caused by my pet other than at the regular appointed time, the CHA will charge me for the cost of spraying.
- The CHA will dispose of my pet in any way necessary, if at any time I leave my pet unattended or abandoned.
- The CHA will take appropriate actions if my pet is causing the living or working conditions in my project to be unsafe, unsanitary or indecent.

Tenants who violate these rules are subject to: (a) being required to permanently remove the pet within fourteen (14) days of notice by Management; and/or (b) eviction.

DO I UNDERSTAND THIS LEASE ADDENDUM?

By signing this Lease Addendum, I am saying that the CHA has gone over it with me. I am also saying that I understand all of it. I understand that this is an agreement between me and the

Housing Authority and that it is a legally binding contract between me and the Crossville Housing Authority.

We signed this Lease Addendum on _____20_____

Lessee

Housing Authority

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)? _____

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
☐ Not applicable
☐ Private management

- ☒ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- ☒ Attached at Attachment (File name) Attachments A through G
- ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process N/A

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance

- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: State of Tennessee, Tennessee Housing Development Agency

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Crossville Housing Authorities PHA Plan corresponds with many of the points in the State of Tennessee's Consolidated plan written under the auspices of the Tennessee Housing Development Agency (THDA).

One of the key points in Tennessee's consolidated plan is to increase the amount of affordable housing and to preserve the existing affordable housing. CHA's plan also calls for the expansion and improvement of affordable housing. CHA continues to work to keep its housing inventory well maintained and modernized on a regular basis. Another main aspect of the Tennessee Consolidated plan is to promote the general enhancement of the quality of life for low-income residents. Cha has a well-developed resident service program that serves children to seniors with educational improvement, self-improvement and social activities. CHA also works toward the deconcentration of poverty working toward a mix of income levels in its developments and neighborhoods.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment A

COMMENTS FROM RESIDENT MEETING ON PHA PLANS 2005-2009

Minutes from April 23, 2004 PHA Plans Meeting

Present at meeting were:

CHA Staff

Don Alexander, Director
Donna Parker, Occupancy
Harold Christopher, Maintenance
Cyndie Dyal, Resident Services
Sarah Derrick, Administrative Assistant

Residents

Carol Edwards, Willowwood
Rebecca Cooper, Section 8 (HOMES)
Elsa Carmelino, 42-4
Jan Dunbar, 42-14

Don – Need to bring you update on activities for next year. Some of these items you may have heard of already or they may be brand new to you. On the timeline the dates of the resident meetings are listed. This is part of the resident consultation process. On June 9th we will have a longer meeting and then we will advertise the notice about the public hearing. If you would like a copy of the PHA plan you can get one here. On July 28, we will have the Public Hearing advertised and the results of that hearing will be presented to the board. Any changes will be made at that time.

Harold will explain maintenance items that have been done on the capital funds project last year.

Harold – We changed out wall heaters in 42-4 in the one-bedroom units and put in central heat and air. We felt the elderly needed air conditioning and the heat was putting a stress on them. We allowed window air units in the past

but it was too expensive for the residents. Some residents expressed concern on higher bills with the new AC units but I told them to try the air for one month and see if it raised their bill. It usually did not increase their bills.

Don – We don't factor in extra expense on Air Conditioning in our utility allowances.

Cyndie – Would it not eventually even out on the allowances over time?

Don – We do a 3-year rolling average and establish a utility allowance greater than the average use for each project and each type of unit. HUD does not want the usage increased. HUD said we are putting more work into the Utility Allowance than we have to, but we've done it for so long and it is not that difficult as it used to be.

Betty does some averages but the computer does most of the work.

Harold – We reconfigured some walls in 42-4 to increase living space and changed some 4-bedroom units to 3-bedrooms. We moved water heaters and removed walls. We took out pantries in the 3-bedrooms but added more cabinet space. Kitchen and dining areas were small but are much larger now. Any comments?

Rebecca – Didn't you change a 4-bedroom to a 3-bedroom in 42-1?

Don – Yes. We also put in a master bathroom.

Harold – We would like to do more like that in the future.

Janet – You won't use all of the 5-bedrooms?

Don – No. But we don't need as many 5-bedrooms now as we did in the past. We have more larger size units now than we have a demand for.

Harold – We are adding more cabinets and refinishing some old ones. Replacing light fixtures. We could replace the whole fixture cheaper than to repair the old ones. We are installing carpet in the one-bedroom units. This is to help the elderly. Throw rugs cause accidents. As units are remodeled we are painting and replacing plumbing under sinks. If a faucet is fairly new we won't replace. We have replaced some sidewalks. No complaints yet. Everyone seems to like it. Comments?

We did some off street parking in some areas that were level. About 16 to 17 parking areas. Replacing all shades. In about 3 months we should finish sidewalks.

Don – New items to add are:

Self-Help Program – We will call this the new Homestead project. Several years ago the federal government came in and hired persons to build farms and then they rented them from the government. Then the government sold those farms to the ones living there. The new project will vary. First, families will not be paid to build. Second, they will own the house from the beginning. We want to do 10 to 12 homes in a year. Six to ten persons in a group building at the same time. When complete they can move into them. They should be better houses. About 1300 square feet with a 2-car garage. Should have down payment assistance. Mortgage payments with principal and interest should be less than \$300 per month. We expect this to happen next year. We already have a contract to buy the property and put in roads and sewer. (200,000 for land) Will depend on how many persons are willing to do this.

Partnership with Creative Compassion – We have a 15-unit, elderly development all under one roof and a common area. Apartments will be connected by an interior hallway. Cyndie and resident services will deliver to them in the home in a cost effective manner. Will be easier to provide services with residents all under one roof.

Hospice House – Replace public housing units with a Hospice House. Will have a laundry area and in conjunction with Hospice who will run the place. Targeted at persons eligible for public housing. Will be a 6-bedroom unit. Hospice delivers services to about 36 persons per year.

Demolition/Disposition – Tearing down or selling public housing. We have always said no to this. We have so many persons on the list but we have sold Public Housing units. HUD thinks we still own units we have sold in their computer system. We have to go into computer and do a disposition and that has to occur before we can build a Hospice House.

Don – We are still in 42-4 till about this time next year then will get into 42-1. Lots of repairs needed. Did a program on CHA at Rotary Club to inform them of some developments requiring maintenance and 42-1 is 45 years old. All of these units need to be gutted and replumbed and rewired. All in a concrete slab under the house.

Looking at abandoning sewer lines and starting over. We would have to cut into the concrete slab to get into old system and would be an expensive project.

Looking at ways to bring in large amounts of money to work on 42-1. On capital funds we get a block of money. We get notified about Aug and paperwork is sent in Sept. We sign contracts by Oct or Nov. We get access to that money. They don't send us money; we get a line of credit. You do the work and then get paid for it. We try not to start spending till first of the year and we would want to spend it by the end of the year. If you don't spend it they recapture it.

We want to increase the size of the Thrift store and increase the kitchen size.

Tenant – That makes me happy increasing the size of the Thrift Store. We may be able to contract meals for residents.

Don – May be able to replace roofs. Only approaching 15 years. All roofs in the city were replaced at the same time in 1990. You should get 20 years from a roof.

Tenant – Will my roof be replaced?

Don – No, only 9 years old or so.

Saved as Donna/Word/Minutes from April 23 PHA plans

Attachment B

RESIDENT MEETING ON PHA PLANS 2005-2009

April 29, 2004

Minutes from April 29, 2004 PHA Plans Meeting

Present at meeting were:

CHA Staff

Stella South, Assistant Director
Donna Parker, Occupancy
Harold Christopher, Maintenance
Cyndie Dyal, Resident Services
Sarah Derrick, Administrative Assistant

Residents

Ollie Holmes, 42-1
Elsa Carmelino, 42-4
Marie Burden, 42-4

Harold - The Capital Funds over the last 3 years are not completed. The one-bedroom units in 42-4 are getting heat and air units, carpeting and we are taking down walls to give the tenants more room. We have refinished kitchen cabinets and where we took out the pantry's we added more kitchen cabinets. We also replaced the large lights in the kitchen in 42-4.

All units are painted at renovation and shades replaced. Replacing plumbing is very expensive so we are only doing that as needed. We have eliminated sidewalks in some areas that created a hazard. We made new sidewalks in the front and did some off street parking where we had level yards for a total of about 16 to 17 driveways.

Heaters were also cleaned during renovation to extend the life of the heaters. After we are done with 42-4 we will renovate 42-1. This may be in about 1-½ years.

Stella – We are considering applying for tax credits to do a large renovation. If we are unable to do that we will renovate using Capital Funds as usual. Hopefully, we will continue to receive funding for renovations. Does anyone have any questions or ideas?

Tenant – My storage building is very old. Can it be replaced?

Harold – We can't make any promises but we have one storage building we may be able to get to you but it won't be next week. Maybe before the summer is over. (For 275 Goodwin)

Stella – We don't know how many of you are familiar with policies. They change continually due to Federal Regulations.

The Admissions and Continued Occupancy Policy (ACOP) deals with how we operate public housing. This one changes the most. We are going to build a Hospice House. There is a great need for it. We decided to make this a part of our Public Housing Program. It will be easier to operate that way. The ACOP will have to be altered in order to add on the Hospice House.

The Administrative Plan (Section 8) – Changes can be even more often than with the ACOP. Recently we were approved for 8 new vouchers specific to homeless. This is called the Shelter + Care Program. This will require an addendum to Administrative Plan. It deals with alcoholism and the homeless. The current admin plan eliminates issuing vouchers to those with drug and alcoholic charges. The Shelter + Care plan is specifically geared for these homeless persons. They will also have to be in a rehabilitation program.

Disposition Policy – Deals with how we dispose of units, etc. If the property is less than \$500 we can dispose of. If over \$500 we are required to solicit informal bids. If over \$5,000 formal bids are required, have to advertise, etc. There is a certain time to issue bid. The highest bidder would get it.

All the policies are in the office. You are welcome to look at any time. Copies can be given.

Pet Policy – We are required to let elderly have one pet. We felt that if we only let elderly than that would not be fair to families to not let children have a pet so all get the option of one pet. Dogs cannot be over 15 inches high and have to be on a leash. We know that this doesn't always happen. If you feed an animal they are yours. It is hard to catch those not abiding by the policy. A \$100 pet deposit is required and would be refunded after pet is gone and there are no damages. Shot record is required.

Procurement Policy – Have to be careful with this. Federally funded Housing Authorities with strict rules. They require you do a lot of stuff in purchasing. Small purchases under \$100 we can just buy. We conserve funds as much as possible. \$100 to \$1000 we get a quote to determine if its fair and it requires a purchase order. Over \$1000 to \$25,000 we are required to get a sealed bid. Have to make this purchase available for bid to everyone.

Rent Collection Policy – 10% penalty after the 10th of the month. We try to work with residents and are more than fair. We don't like to make people move. We don't just consider people as residents we consider them family.

Policies are available for review or to make a copy. Any time we make changes to policies we let residents know for a 30-day comment period.

Grievance Procedure – When we go up on your rent or you get an eviction (except for criminal or drug charges) you can request an informal and/or formal hearing through the grievance procedure. If you are being evicted for criminal or drug related charges we have to protect residents and CHA staff and you are not eligible for a grievance. This is a 3-day eviction notice. We have to be strict to be safe.

Sarah – You can be evicted on drug charges and not a conviction? How do you know about the charges?

Stella – We go through the newspapers from each county where we have units. Jim Marshall with Security Services also notifies us of any criminal or drug activity and court records are open to the public. If we feel there is a danger, not just because of the charge, we will evict. Just because a charge gets dropped doesn't mean they weren't guilty. You don't have to be convicted. If there's a preponderance of the evidence we can vacate or turn down an application. This is anyone in your unit, either a member of your family or a guest.

saved as Donna/Word/pha plans Minutes from April 29 2004

ATTACHMENT C

COMMENTS FROM RESIDENT MEETING ON PHA PLANS 2005-2008

Minutes from May 7, 2004 PHA Plans Meeting

Present at meeting were:

CHA Staff

Don Alexander, Director
Donna Parker, Occupancy
Sarah Derrick, Administrative Assistant

Residents

Elsa Carmelino, 42-4

We are starting a voucher program called Shelter plus care (S+C). If you have drug or criminal background under the normal Section 8 program you would not be eligible. Under the S+C program they can be housed for as long as they are receiving medical and counseling services. The theory is that with combined counseling and housing services they'll be able to carry on a normal life.

Tenant – Where are the homeless?

Don – This will cover an 8 county area. From about Oak Ridge to Lafayette. The problem is that you have to be a Section 8 provider. Other Housing Agency's in that area do not have Section 8. Oak Ridge does however and has agreed to help. Psychiatric hospitals have agreed to refer persons.

We will have to amend our policies to help these persons.

ACOP and ADMIN changes – We have tenants who say they have no income but they drive a car, have cable TV and buy groceries.

Tenant – Yes, I have those neighbors.

Don – There are not a lot of tenants on zero income. We will have to change our policy to have them come in every month and give a more detailed listing of their expenses and how they pay for them and have them explain how they have these things with no income.

Most clients are honest and report but there are problems with others. This will make it harder on them.

Future development – We have a 523 project. Have a tract of land about 25 acres, breaking up into about 35 lots. They'll be sold to those building the houses. This is called the New Homestead project.

Creative Compassion – Members of our board and the CCI board met. CCI is a non-profit development, has houses and the director is ill. His goal was to combine CCI with CHA and us be the managing entity. CCI doesn't have management capability with the director sick and 1 person resigning. The organization is a structurally sound organization. Good bookkeeping, funding. CCI sees problems in the future. They could lose money this year or next and be bankrupt in 3 years. They came to us to form a partnership now. We have agreed to take over rental property now to the end of the year as an administrator and provide leadership in other areas.

It is to the CHA advantage to have a non-profit operating. CCI provides loan money to people for Home Ownership. Having CCI go away would hurt CHA Home Ownership. Having CCI's 40 units disappear would have families displaced. CHA would probably have to handle the displaced. Easier to continue to administer CCI tenants as they are.

CCI was interested in signing over properties. We have Azalea Gardens going and grant coming through CCI to do this. Do not want to endanger this. Want CCI to continue to be a strong organization.

ATTACHMENT D

SECURITY COMMITTEE MEETING April 27, 2004

Present at the Security Committee Meeting were:

Diane Walker, CHA Staff
Harold Christopher, CHA Staff

David from Marshall Security

Charlene Gunter, 42-7

David – Talked about Surveillance system at Brookside. Described how the cameras and office operated and what it is used for. Since Brookside is for families displaced due to domestic violence we have security cameras outside with a n office set up to monitor any activity that may be unusual or if there are problems with the abuser coming onto the premises.

There was a suggestion that cards or magnets be given to the tenants. The office is operated 32 hours per week. Security will confront anyone who may be causing problems. Charlene discussed someone who stalks.

The methamphetamine problem was discussed.

ATTACHMENT E

**MAINTENANCE COMMITTEE MEETING
April 27, 2004**

Present at the meeting were:

Diane Walker, CHA Staff
Harold Christopher, CHA Staff

David from Marshall Security

Charlene Gunter, 42-7

Harold Christopher discussed the maintenance renovations so far this year. One-bedroom units in 42-4 would be getting new carpet and a HVAC unit. All one bedrooms would be repainted completely. New shades put in and plumbing if needed. Light fixtures will be replaced. New sidewalks put in where there are tripping hazards. Some off street parking will be done where they are able to do so.

Attachment F

Management Committee Meeting Minutes April 20, 2004

The Management Committee met at the office of the Authority on April 20, 2004. Present were: Stella South, Ollie Holmes, and Connie Lawson

The current Capital Funds program was discussed with Stella updating the committee on the status of this program. We discussed plans for the next Five Year Plan and members were asked to submit any ideas or proposals to Mr. Alexander.

The Committee could not think of any other items that would benefit the developments.

No other business was discussed.

Attachment G

Resident Initiatives Committee Meeting Minutes July 23, 2004

Present were:

**Cyndie Dyal, Resident Services Coordinator
Jan Dunbar, Resident and Vista Volunteer
Rebecca Cooper, Resident and Vista Volunteer
Ollie Holmes, Resident
Dorcas Webb, Willowwood Resident**

Discussed were the following suggested resident activities and/or services:

- 1. Social night at the community room in Twin Oaks to include things such as pot luck dinners.**
- 2. Card games, puzzles, record player, ice cream social**
- 3. Birthday parties**
- 4. Picnics**
- 5. Neighborhood Watch Program**
- 6. Continue Welcome Packets**
- 7. Exercise Programs**
- 8. Game night**
- 9. Movie Night**
- 10. Water aerobics**
- 11. Yard Sale day**
- 12. Once a month trips**
- 13. Playhouse**
- 14. Movie matinee in Cookeville**
- 15. Palace Theatre**
- 16. Bingo night**
- 17. Senior spotlight**
- 18. Senior Prom night**
- 19. Garden Club**
- 20. Elderly day at fair**
- 21. Continue Learning Works and TNT**
- 22. Girl Power**
- 23. Continue Summer Youth Program**
- 24. Summer Work Program**
- 25. Kid's breakfast**
- 26. Youth Advisory Board – Youth Power**
- 27. Kids Newsletter**
- 28. Etiquette Classes**

29. Kid's Café
30. Handicapped Events for kids
31. Special Olympics
32. Field Day for youth
33. Wall Climbing
34. Talent Show
35. Adopt a grandparent from nursing home
36. Haunted House
37. Softball & basketball & volleyball against other housing authorities

Family activities were also discussed such as: Movie nights, neighborhood watch, back to school bash, Christmas Party, Coffee w/director, decorate a porch, Prettiest yard contest, Gift baskets, Parents Day Out, Festival of lights, Easter Party, Informative Guest Speakers, Meth presentation and lock in for fundraiser.

Attachment H

“Statement of Progress in Meeting the 5-Year Plan Mission”

Goal – Apply for additional rental vouchers: The Crossville Housing Authority has currently applying for additional Section 8 vouchers to expand the supply of housing within its jurisdiction.

Goal – Leverage private or other public funds to create additional housing opportunities: The CHA is currently and will continue to leverage private or other public funds to create additional housing opportunities for its residents.

Goal – Acquire or build units or developments: The CHA will continue to expand affordable housing using the Low Income Housing Tax Credits and below market loans through the Federal Home Loan Bank’s Affordable Housing Program. The CHA is expanding the supply of affordable housing throughout the area without traditional HUD assistance.

Goal – Improve public housing management: The CHA continues to work towards improving overall management. The CHA staff attends as many training programs related to public housing and Section 8 management as is possible throughout the year to stay abreast of changing regulations.

Goal – Renovate or modernize public housing units: The CHA has continually upgraded its public housing units through the Capital Funds Program. All modernization activities are addressed in accordance with need as well as through resident’s requests in all developments.

Goal – Conduct outreach efforts to potential voucher landlords: The CHA conducts outreach efforts to potential voucher landlords through their Section 8 Program when necessary. These outreach effort consist of contacting the potential landlords by telephone and/or mailings notifying them of the availability of voucher recipients. Arrangements are then made for a meeting between the landlords and voucher holders so lease agreements may be executed. This outreach effort when necessary is successful in increasing the lease up of the Authority’s Section 8 Program.

Attachment I

“Resident Membership of PHA Governing Board”

As required by the QHWRA through regulations published in the October 21, 1999 Federal Register, the CHA has a resident serving on the Board of Commissioners.

Gladys McNeal – Resident Commissioner
August 12, 2003

Attachment J

Membership of the Resident Advisory Board

Management Committee

Stella South, Assistant Director
Crossville Housing Authority

Ollie Holmes
245 W. First Street
Crossville TN 38555

Connie Lawson
40 Rose Street
Crossville TN 38555

Gladys McNeal
220 W. First Street
Crossville TN 38555

Resident Initiatives Committee

Cyndie Dyal, Resident Initiatives Coordinator
Crossville Housing Authority

Janet Dunbar
50 Netherton Court
Crossville TN 38555

Mary Curry
56 Braun Hill Circle
Crossville TN 38555

Charlene Gunter
67 Goodwin Circle
Crossville TN 38555

Wilma Dyal
291 Goodwin Circle
Crossville TN 38555

Jason Lawson
144 Goodwin Circle
Crossville TN 38555

Gladys McNeal
220 W. First Street
Crossville TN 38555

Lisa Barnwell
198 Goodwin Circle
Crossville TN 38555

Dorcas Webb
87 Willowwood Lp #119
Crossville TN 38555

Lisa SanNicolas
49 Netherton Court
Crossville TN 38555

Kenny Kean
52 Goodwin Circle
Crossville TN 38555

Security Committee

Diane Walker, Section 8 Inspector
Crossville Housing Authority

Ollie Holmes
245 W. First Street
Crossville TN 38555

Florence Randolph
16 Walker Street
Crossville TN 38555

Maintenance Committee

Harold Christopher, Maintenance Supervisor
Crossville Housing Authority

Florence Randolph
16 Walker Street
Crossville TN 38555

Ollie Holmes
245 W. First Street
Crossville TN 38555

Diane Walker
15 Meadowview
Crossville TN 38555

Attachment K

Resident Council Board Members

Janet Dunbar, President
50 Netherton Court
Crossville TN 38555

Audrey Spriggs
102 Pinewood Drive
Crossville TN 38555

Melissa Cross, Secretary
95 Woody Court
Crossville TN 38555

Mary Kean, Treasurer
56 Braun Hill Circle
Crossville TN 38555

Rebecca Cooper, Historian
228 West First Street
Crossville TN 38555

Wilma Dyal
291 Goodwin Circle
Crossville TN 38555

Linda Ashburn, Vice President
73 Pinewood Drive
Crossville TN 38555

Representatives

Ollie Holmes
Dorcas Webb
Elsa Carmelino

Gladys McNeal
Jason Lawson

Attachment L

Section 8 Homeownership Program Capacity Statement

Requires that financing for purchase of a home under its Section 8 homeownership program will: be provided, insured or guaranteed by the state or Federal Government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

Attachment M

Public Housing Assessments 2002

TN042-01 – 54 units -- This development, although over 40 years old, remains one of our most popular. The maintenance cost is a little higher than most of our other Crossville developments due to the age and construction of the units. The per unit expense for this development based on the project based accounting is \$2323.90 per year or \$193.66 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-02 – 26 units-- This development is one of our outlying developments so the operating cost is a little higher than most. The per unit expense for this development based on the project based accounting is 1835.02 per year or \$152.92 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-03 – 12 units-- This development is one of our outlying developments so we expect the operating cost is a little higher than most. This year there were some capital improvements to the development, which kept cost low. The per unit expense for this development based on the project based accounting is \$1622.76 per year or \$135.23 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is

\$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-04- 75 units -- This development is our largest development and is also one of the best designed in our inventory. The per unit expense for this development based on the project based accounting is \$1495.45 per year or \$124.62 PUM. This cost is higher than the average because this development has had no capital improvements in 12 years. Capital improvements are currently underway. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-05 --20 units-- This development is one of our outlying developments. The cost of operation includes the operation of a sewer treatment plant on the site. The cost of a licensed operator for the plant is a burden. This development has a high percent of elderly, which helps lower cost. The per unit expense for this development based on the project based accounting is \$1871.56 per year or \$155.97 PUM. However, the cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-06 -- 51 units-- This development is one of our most desirable due to its location. It is in walking distance of two shopping centers and there is a daycare/Headstart center on site. The per unit expense for this development based on the project based accounting is \$1881.38 per year or 156.79 PUM. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-07 -- 56 units-- This development has a very high elderly and disabled population. It is also one of our newest built in 1978. The per unit expense for this development based on the project based accounting is \$1470.10 per year or \$122.51 PUM. The cost of operating public housing is less than the Section 8 program. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost

including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-14 – 15 units-- This development is all single-family homes and was built to enhance our Family Self- Sufficiency program. The development is included in a 5H-homeownership program. The cost of operating public housing is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$2004.14 per year or \$167.02 PUM. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

TN042-16 – 24 units- This development is all single-family homes and was built to enhance our Family Self- Sufficiency program. The development is included in a 5H-homeownership program. The cost of operating public housing is less than the Section 8 program. The per unit expense for this development based on the project based accounting is \$2120.91 per year or \$176.75 PUM. The Section 8 program cost is currently \$291.04 PUM and is increasing at the rate of 4.5% for the first nine months of this year. The public housing subsidy increases only at the rate of inflation determined by HUD. Last year that was 2.5%. The capital funds have had no recent increases. The total increases in public housing cost including capital funds would be less than 1% and the current cost to run public housing is \$230.23 PUM. The savings are obvious. There is no available affordable housing to replace this asset.

Attachment N

Resident Survey Action Plan

Resident Report for 2003 (Overall for all developments)

<u>Indicator</u>	<u>Actual Score</u>	<u>Maximum Score</u>
Survey Results		5.0
Maintenance and Repair		1.0
Communication		1.0
Safety		1.0
Services		1.0
Appearance		1.0
Implementation Plan		2.0
Follow Up Plan		<u>3.0</u>

Total		10.0
--------------	--	-------------

<u>OVERALL SCORES</u>	<u>2003</u>	<u>2002</u>
Maintenance and Repair	91.8	94.5%
Communication	76.5	81.5%
Safety	81.7	87.7%
Services	93.2	94.3%
Neighborhood Appearance	79.7	84.8%

Crossville Housing Authority will continue to strive towards making improvements for residents in all above indicators.

Maintenance and Repair

CHA has an annual preventative maintenance inspection and continues to make modernization improvements resulting in fewer repairs required.

Communication

CHA makes available to residents twice a month the Coffee with the Director meetings. Residents can attend the Resident Council meetings and CHA will provide transportation to those who have none.

Safety

CHA's plan to address issues related to safety in our developments is being addressed in a committee formed of residents, community members and our local police department. Several suggestions for community safety have come out of a series of resident meetings.

Services

CHA has numerous services available to the residents. These are listed in the Services and programs table on page 41.

Neighborhood Appearance

CHA is holding resident meetings to gather input from residents in order to set priorities. With the resident's input into this work, the residents are able to advise CHA on what they prefer and gain a feeling of working toward these improvements.

Attachment O

CROSSVILLE HOUSING AUTHORITY DECONCENTRATION POLICY

It is Crossville Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. The specific objective of the Crossville Housing Authority is to house no less than 40 percent of its public housing inventory with families that have incomes at or below 30 percent of area median income by public housing development. The Authority will also take action to insure that no individual development has a concentration of higher income families. To meet this objective, the Authority will skip families on the waiting list to reach other families with a lower or higher income. This will be accomplished in a uniform and non-discriminatory manner.

The Crossville Housing authority will affirmatively market public housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments. The Authority will not house families with incomes that exceed 30 percent of area median income in developments that already have 60 percent or more households with incomes that exceed 30 percent of the area median income.

Prior to the beginning of each fiscal year, the Authority will analyze the income levels of families residing in each development, the income levels of census tracts in which the developments are located, and the income levels of the families on the waiting list. Based on this analysis, the Authority will establish a numerical goal for housing 40 percent of new admissions to families whose incomes are at or below 30 percent of the area median income. The annual goal will be calculated by taking 40 percent of the total number of move-ins from the previous fiscal year. If necessary, the Authority will determine the level of additional marketing strategies and deconcentration incentives to implement to meet the objective of this policy.

Attachment P

PHA PLANS LUNCHEON MEETING

JUNE 9, 2004

Minutes from June 9, 2004 PHA Plans Luncheon Meeting

Present at meeting were:

CHA Staff

Don Alexander, Director
Donna Parker, Occupancy
Sarah Derrick, Administrative Assistant

Residents

Elsa Carmelino, 42-4
Mable Bilbrey, 42-7
Verna Wilson, Willowwood
Gladys Foulk, Willowwood
Dorothy Chambers, Willowwood
Ollie Holmes, 42-1
Dale Bonser, Willowwood
Eric Peterson
Janet Dunbar, 42-14

Don - We have a 5-year plan for CHA. We operate looking 5-years ahead. We itemize and identify the things we are going to do next year. We look at things we are going to change whether in policies or in development. In the process of doing this we try to get residents to provide input on what we are doing. We have a series of meetings and put together a timeline. This is our last meeting. Ms. Carmelino and Ms. Holmes are always at our meetings.

We are glad to have members from our newest development.

We have a Resident Services program that always needs volunteers and we hope you'll be involved in that program. They also elect a Resident Council. We will amend bylaws to provide representation from Willowwood. Lots of opportunities for resident activities.

On page 1 it gives the 5-year plan summary. It identifies the agency. Town of Crossville Housing Authority is our official organization. We have a PHA identification number. We talk about where the plan can be reviewed. We will advertise after changes today, and then place an ad in the paper, have a 45-day period to review the plan. At end of 45 days we will have a public hearing. The results of hearing will go before the board. They may make changes to the plan. By October the final product will be submitted to HUD.

Shows how we have addressed expansion goals. Improvement of quality housing objectives. We are always looking for opportunities to expand affordable housing. That's where Willowwood comes in. PHAS Score is how HUD

grades its housing authorities and the SEMAP score is 100. CHA is a high performing Housing authority. We work hard to maintain that designation.

Types of items we have done on page 2, ways we work toward improving goals. Promote Self-Sufficiency and Home Ownership. We have various programs to address specialized services and partner with Adult Education, TN Dept. of Labor, Creative Compassion, Hilltopper's, Hospice House to be built with the Hospice organization.

Annual Plan type is a streamlined standard plan. Executive Summary is a brief history of how we got to where we are today. Various vehicles for Resident consultation such as Resident Council, and a resident Advisory Board. These committees meet quarterly generally. We also have these hearings from time to time. We also have Coffee with the director about every 2 weeks. Coffee program has evolved into breakfast more than coffee. Stella South, Assistant Director will serve in my place when necessary.

Under housing summary we talk about housing needs, admissions and eligibility, discretionary policies, management and maintenance, grievance procedure, designation, conversion of PH to tenant based policies if we choose to do so, FSS programs, Safety and crime prevention, pet policy, civil rights certifications, Fiscal Audit. We have not had a finding in our financial audit in 10 years. We have had a few findings on our tenant files. There will be some on our audit this year. HUD changed an interpretation to the rules. Everyone has to report their income to the HA. HUD says we need third party verification. We have interpreted that to mean we want to see the tenants check. HUD made a determination that is not adequate. We have to contact the source of the income directly. Some files did not have this third party verification.

RAB consists of not just one entity. In many places the RAB is the RC but we have both. Lots of opportunities to participate and give input on what items should be altered in the operation of the HA. Any questions?

We have an Admissions and Occupancy Policy for Public Housing and an Administrative Plan for Section 8.

Procurement Policy – This is the rule on how we buy and sell things. We are currently amending this policy. We had a review and recommendation from HUD to post in writing who has the authority to executing contracts. That policy is being altered for Harold Christopher and Gary Blanks as procurement officers.

We are changing our maintenance department. We have a maintenance supervisor who oversees the maintenance foreman. We have three foremen. One is in charge of renovating public housing; the next one is in charge of renovating non public housing. We have nearly as many non public housing units as we do public housing units. Under that category would be Willowood, Twin Oaks, and units in Roane County, buying one in Fentress County and have one in Rhea County. We have 100 single-family units. 60 we own and 40 we manage. Maintaining those is a big chore. We have a routine maintenance department. These are the ones who do repairs on your house. We have 3 teams of people under this supervisor who do vacancy renovation.

Mr. Bonser remarked do we ever hire tenants for work at the Housing Authority.

Mr. A – We hire tenants all the time. We don't have an opening now but occasionally we may have contract work. We have available to residents a computer center hooked up to the Internet with someone who will help you. All comments will become part of this document.

Chart to identify Housing Needs. This is one of the last things we do because we want this to reflect as close to possible accurate numbers. In Willowood 20% of the people have to be at 50% of the median income and 80% at 60% of AMI. No one can be over 60% of the AMI.

In Section 8 75% have to be at 50% of median income. Those things may change. HUD is looking at redoing the Section 8 program. May allow some flexibility in the program to HA's. The cost of a Section 8 voucher increased 23% over the last 2 years. Looking at ways to control that. HA's may put some limitations on the program. HA's may limit the subsidy per each client. May have limitations on how long someone is on the program. Those types of changes could be made to the program. A year ago they tried to block grant to the states and the HA beat that attempt. While they are trying to decrease costs per voucher, CHA has already decreased their costs over the last 2

years due to the economy and more people working. The Section 8 program is open to everyone equally. In order to better serve our elderly disabled population are targeted 50% of our vouchers to this population. It lengthens the time a family is on the waiting list. It helped to reduce our average cost per voucher. It costs more to subsidize a family.

On our Public Housing waiting list we have 147 people. On Section 8 waiting list there is 92. We turned over 72 people last year on Section 8. That tells you someone will be on the waiting list a long time. We have an annual turnover of 145 for public housing.

One thing that is important to CHA we can better serve by expanding the number of affordable housing units in the community. CHA is the fastest growing HA in Tennessee. Over last 15 years the CHA has tripled in size.

We want to minimize the number of unit's offline. We have to get the units cleaned up and leased as soon as possible. We try to turn units over in less than 3 weeks.

Not everyone we issue vouchers to gets housing. This is due to not being able to find a place or does not know how to find a place. If we issue 50 vouchers and 25 persons find a place to live than that is a 50% success rate.

(SIDE 2, TAPE 1)

We try to increase success rate by calling tenants and letting them know if landlords have available units but don't always have time to do that. We apply for Section 8 vouchers whenever they are available to apply for. We have just gotten vouchers for the S+C program and will apply for another grant. We can funnel into other eligible programs.

HIRE AN ELDERLY HOUSING SERVICE COORDINATOR

This is a project we have been working on for some time. We have a program called Community Cares Program. Lisa is a service provider for the elderly. Targeted at the frail elderly. Persons who are trying to live independently but still have needs. Trying to get those persons some services to get medications, grocery shopping, house cleaning, etc. Varies person to person.

Assisted Living - We want to build another senior development. Different from any other before this. Currently our units are for independent persons. These units would be targeted for persons with less independence. About 520 square feet per unit but won't have laundry units. These will lead to hallways that lead to a common area. Laundry area inside building. We can provide more services on site like a noon meal. This would not be a full assisted living facility.

Home and Community based waiver – Small concept the HA to be a sub contractor under the program. We don't get paid for current community cares program but under this we can get some expenses back.

Mr. Bonser remarked that the city uses prisoners to mow grass and could the HA do that.

Mr. Alexander stated he wondered how dependable that would be as a source of labor. Willowood would have to be mowed about every 3 weeks.

We are also working on Assisted Living Facilities and working with the TennCare Department. We can only do so much with what dollars we have and staff that we have. We are also working on a ROSS grant.

On page 17 it talks about how we decide eligibility. Once your name goes on the waiting list we cannot choose which development you get. We offer you 3 units and if turned down your name is removed from the waiting list.

Transfers – We usually won't do transfers on over housed families. We will lease units even if we over house to avoid vacancies. Applications are date and time stamped. We give certain preferences for families living in substandard housing, homelessness, etc.

Occupancy. If any rules are changed concerning occupancy, tenants are notified and given a 30- day comment period. We would then attach a lease addendum with the change.

Section 8 eligibility – Almost the same as with Public Housing.

We have special purpose vouchers like, mainstream, unification and now shelter + care. We cooperate with Hilltopper's on the mainstream vouchers. We have a Homeownership program and Hilltopper's uses this program. Unification is targeted to families who are endangered at being split up.

Public housing rents – Based on a percentage of your income. We have ceiling and flat rents, which vary due to inflation factors. Our minimum rent is \$50.

Payment Standards- Fair Market rent is cost of moderately priced unit for rent and utilities. Based by HUD on bedroom size and varies by county. The payment standard is a reflection of the FMR. You can have 90 to 110 percent of FMR. We set ours at 110%. We give max subsidy for 2 reasons; (1) gives the tenant more dollars for rent thus giving more housing options. The FMR is based on the 40th percentile. You take income at 40th percentile. For instance if 40,000 people and 40,000#s come up to 4000th #is the 40th percentile. CHA went through process to get HUD to move up to 50th percentile. This would increase 10% of Section 8 subsidy.

Willowwood is not owned by CHA. It is owned by an entity called Willowwood L.P. CHA is general and management partner. The limited partner put in equity and owns most of the equity.

HUD decided to audit other properties managed by CHA.

We had one meeting already where we only talked about policies. Anyone is welcome to look at the policies.

The rules on page 33 may be changing before end of this year. We had a reduction in admin dollars in Section 8. HUD may be relaxing rule requirements. We won't do inspections or re-exams as often. However, the tax credit properties require an annual re-exam.

Grievance Procedure – Any complaints recorded due to adverse action, unfair charges, eviction, or CHA not in terms of lease. This starts with an informal hearing.

Capital Improvements – This is money spent for improvements to Public Housing. We do not have any HOPE 6.

Demo-Dispo – This is replacement Housing. The policy allows us to sell Public Housing units, we have sold 6-8 units. We want to build these units back. We have to take sold units off books. Demo Dispo only talks in terms of total developments. We have two developments where we own single homes. Braun Development is in 2 places and Netherton in 2 places. We are not sure how to handle this process.

No public Housing designated for elderly and/or disabled. Our developments are mixed.

Public Housing to tenant based assistance – Can change Public Housing development by applying or HUD enforced. HUD can assign tenants a voucher. We don't do that because we feel we would displace families.

Homeownership – Two programs, (1) sell Public Housing units to residents called 5(h) Homeownership program may be converted to Section 32 Homeownership and we have the Mortgage subsidy program.

Not many families receive TANF

Service Programs on page 44.

Community Service – Only applies to Public Housing residents. Exceptions are over 62 years of age and/or disabled. Does not apply to many in Public Housing.

Election process on PHA Board – Have to have one Housing Authority client on the board. We ask mayor to appoint board members. Submitted 3 persons for board, mayor made the decision.

Consolidated Plan – Every 5-years anyone who receives housing funds from government has to establish plan. Entitlement City has to do their own. CHA is not an entitlement city. We establish an advisory board. I have served on this board the last 2 5 year plans. State has requested I serve again.

We have done what we said we would do. One real thing we have been trying to do is to provide housing within 60 days. We have more people on the waiting list now than we did when we had fewer homes. Seems more housing you have the larger the demand.

Anyone who wants to participate in any activities or volunteer needs to contact the Committee Chair. If you would like an appointment to Resident Council contact Jan Dunbar.

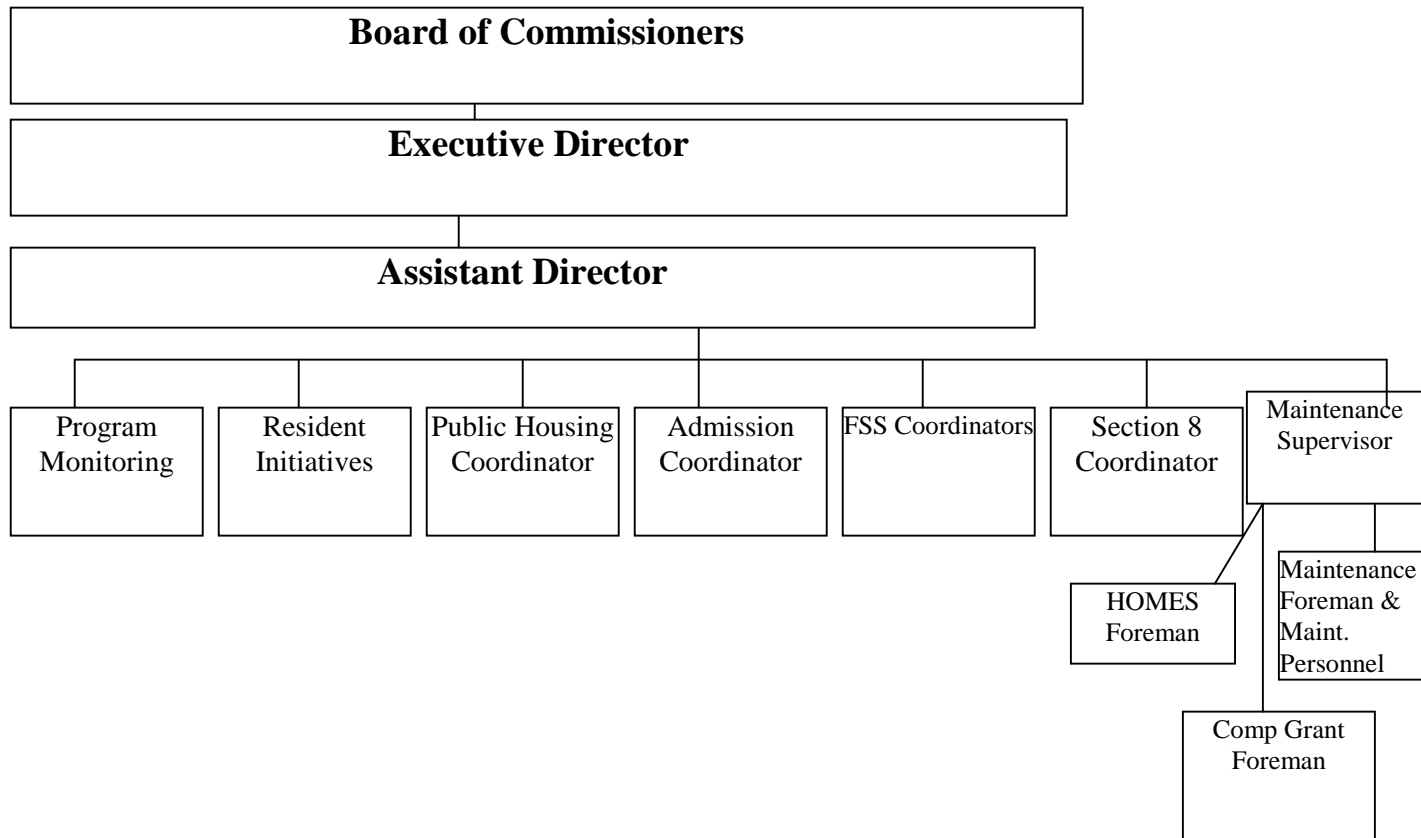
We are trying to make Public housing a more desirable place to live. Changing housing needs to be more marketable. HUD sends Public Housing clients a questionnaire. HUD scores and this becomes a part of the PHAS score.

Deconcentration – Economic concentrations, most residents at about the same income for admission. Need to be sure not to put all higher income in one development and lower income in another. You don't get many opportunities to choose which development and we don't transfer very often.

Mr. Bonser remarked that Ms. Foulk had water coming into back door. Mr. Alexander stated the ground would be redone to solve the problem.

Homestead Project – Teams of people will work to build their own house. All low-income persons. We will start with 12 houses a year People will own houses from beginning. Will help to build each others house and when all are done they will get to move in. Houses will be 3 bedroom 2 bathrooms. 12 to 1500 square feet with a 2-car garage, brick or stonework. We should start about Jan to March next year. Applications go into building 24 houses for the 1st 2 years. Will be scattered. The first project is off 127 N. Any comments or questions?

ATTACHMENT Q
Crossville Housing Authority Management Organizational Chart



--	--	--	--

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000	20,000	20,000	20,000
3	1408 Management Improvements	74,469	81,185	81,185	81,185
4	1410 Administration	30,668	30,669	30,669	30,669
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	15,647	15,647	15,647	15,647
10	1460 Dwelling Structures	240,601	221,431	221,431	190,847
11	1465.1 Dwelling Equipment—Nonexpendable	4,965	4,965	4,965	4,965
12	1470 Nondwelling Structures	83,262	90,810	90,810	90,810
13	1475 Nondwelling Equipment	27,612	32,395	32,395	32,395
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	1,200	1,322	1,322	1,322
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	498,424	498,424	498,424	467,840
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
42-1	M/M/C Building	1470	1	83,262	83,262	83,262	83,262	Complete
	Site Improvements	1450	20%	0	5,000	5,000	5,000	Complete
	Roofing	1460	20%	0	9,435	9,435	9,435	Complete
42-4	Electrical	1460	100%	40,000	26,565	26,565	19,174	75% Comp
	Cabinets	1460	100%	26,000	12,452	12,452	12,452	Complete
	Walls	1460	100%	35,000	25,829	25,829	25,829	Complete
	Flooring	1460	100%	40,000	35,000	35,000	23,000	66% Comp
	Mechanical	1460	100%	44,000	36,644	36,644	25,451	70% Comp
	Paint	1460	100%	30,000	25,000	25,000	25,000	Complete
	Plumbing	1460	100%	25,601		25,601	25,601	Complete
	M/M/C Building	1470	1	0	2,000	2,000	2,000	Complete
	Site Improvements	1450	100%	15,647	0	0	0	Reprog.
	Relocation	1495.1	100%	1,200	1,322	1,322	1,322	Complete
42-7	M/M/C Building	1470		0	5,549	5,549	5,549	Complete
42-2	Site Improvements	1450	20%	0	10,647	10,647	10,647	Complete
42-16	Reconfigure unit	1460	1	0	24,904	24,904	24,904	Complete

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Appliances (refrigerators)	1465.1	15	4,965		4,965	4,965	Purchased
	Trucks & Mower	1475	3	27,612	32,395	32,395	32,395	1 new truck
Administration	Clerk of Works	1410.1		30,668	30,669	30,669	30,669	Complete
Management	Staff Training	1408		2,565	2,565	2,565	2,565	Complete
Improvements	Office Automation	1408		8,912	20,528	20,528	20,528	Complete
	Resident Employment	1408		3,900	3,401	3,401	3,401	Complete
	Drug Elimination Program	1408		59,092	54,691	54,691	54,691	Complete
	Speed up unit turnaround	1408		0				Complete
	Speed up inspections	1408		0				Complete
	Funds used for operation	1406		20,000	20,000	20,000	20,000	Complete

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Crossville Housing Authority			Grant Type and Number Capital Fund Program No: TN37PO4250102 Replacement Housing Factor No:			Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
TN42-1	7-17-04		6-30-04	7-17-06			
TN42-2	7-17-04		6-30-04	7-17-06			
TN42-4	7-17-04		6-30-04	7-17-06			
TN42-7	7-17-04		6-30-04	7-17-06			
TN42-16	7-17-04		6-30-04	7-17-06			
PHA Wide	7-17-04		6-30-04	7-17-06			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	81,731		0	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	81,731		0	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250203 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name: Crossville Housing Authority

Capital Fund Program Grant No: **TN37PO4250203**

Federal FY of Grant: 2003

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Crossville Housing Authority	Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
--	---	------------------------------

☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)
 ☒ Performance and Evaluation Report for Period Ending: 6-30-2004
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000		0	0
3	1408 Management Improvements	30,000		19,510	17,748
4	1410 Administration	25,000		7,999	7,999
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	13,588	15,000	0	0
10	1460 Dwelling Structures	220,000	154,433	0	0
11	1465.1 Dwelling Equipment—Nonexpendable	7,000		0	0
12	1470 Nondwelling Structures	25,000	80,000	7,428	7,428
13	1475 Nondwelling Equipment	17,000	26,155	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	2,000		63	63
18	1499 Development Activities	50,506		0	0
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	410,094	410,094	35,000	33,238
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6-30-2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

Part II: Supporting Pages

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-1	Plumbing	1460	50%	15,000	0			
Rosewood Terrace	Electrical	1460	50%	40,000	0			
	Roofing	1460	50%	25,000	10,000	0	0	Not begun
	Back Doors	1460	100%	25,000	0			
	Flooring	1460	75%	40,000	0			
	Mechanical	1460	25%	30,000	0			
	Paint	1460	100%	30,000	0			
	Replace & Repair Sidewalks	1450	25%	1,000	5,000	0	0	Not begun
	Landscaping	1450	25%	1,000	0			
	M/M/C building	1470	25%	25,000	5,000	2,417	2,417	
	Relocation	1495.1	100%	2,000	0			
TN42-2	Roofs	1460	25%	15,000	10,000	0	0	Not begun
Spring City	Replace & repair sidewalks	1450	25%	11,588	5,000	0	0	Not begun
TN42-4	Plumbing	1460	25%	0	20,000	0	0	FYI 2002
Goodwin Ct	Electrical	1460	25%	0	20,000	0	0	FYI 2002
	Cabinets	1460	25%	0	10,000	0	0	FYI 2002
	Walls	1460	25%	0	20,000	0	0	FYI 2002

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-4	Flooring	1460	25%	0	20,000	0	0	FYI 2002
Goodwin Ct	Mechanical	1460	25%	0	24,433	0	0	FYI 2002
	Paint	1460	25%	0	20,000	0	0	FYI 2002
	Replace & Repair Sidewalks	1450	25%	0	5,000	0	0	FYI 2002
	Relocation	1495.1	25%	0	2,000	63	63	FYI 2002
	M/M/C	1470	25%	0	25,000	0	0	5-yr 2007
TN42-7								
Pinewood Dr	M/M/C Building	1470	50%	0	50,000	5,011	5,011	5-yr 2007
Administration	Clerk of Works	1410.1	100%	25,000		7,999	7,999	32% comp
PHA Wide	Appliances	1465.1	20/ea	7,000		0	0	Not begun
	Vehicle	1475	3	17,000	26,155	0	0	Not begun
	Funds used for Development	1499		50,506		0	0	Not begun
	Funds used for operation	1406		20,000		0	0	Not begun

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name: Crossville Housing Authority

Capital Fund Program Grant No: **TN37PO4250103**

Federal FY of Grant: 2003

[illegible]

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Crossville Housing Authority			Grant Type and Number Capital Fund Program No: TN37PO4250103 Replacement Housing Factor No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	
TN42-1	6-30-06			12-31-07			
TN42-2	6-30-06			12-31-07			
TN42-4	6-30-06			12-31-07			
PHA Wide	6-30-06			12-31-07			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250205 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	20,000			
3	1408 Management Improvements	30,000			
4	1410 Administration	25,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	37,000			
10	1460 Dwelling Structures	159,258			
11	1465.1 Dwelling Equipment—Nonexpendable	12,000			
12	1470 Nondwelling Structures	32,000			
13	1475 Nondwelling Equipment	17,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	4,000			
18	1499 Development Activities	131,936			
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	468,194			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250205 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-2	Plumbing	1460	100%	15,000				
	Electrical	1460	100%	10,000				
	Mechanical	1460	100%	10,294				
	Floors	1460	100%	10,000				
	Paint	1460	100%	10,000				
	Cabinets	1460	100%	10,000				
	Roofs	1460	100%	15,000				
	Doors/Windows	1460	100%	10,000				
	Exterior Enhancement	1450	100%	10,000				
	Sidewalks/Landscaping	1450	100%	15,000				
	Tot Lot	1450	100%	1,000				
	Storage	1470	100%	10,000				
	Non Dwelling Structures	1470	100%	12,000				
	Appliances	1465.1	20 Ea	7,000				
	Relocation	1495.1	100%	2,000				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
TN42-3	Plumbing	1460	100%	10,670				
	Electrical	1460	100%	10,000				
	Mechanical	1460	100%	10,294				
	Floors	1460	100%	8,000				
	Paint	1460	100%	5,000				
	Cabinets	1460	100%	5,000				
	Roofs	1460	100%	10,000				
	Doors/Windows	1460	100%	10,000				
	Exterior Enhancement	1450	100%	5,000				
	Sidewalks/Landscaping	1450	100%	5,000				
	Tot Lot	1450	100%	1,000				
	Storage	1470	100%	5,000				
	Non Dwelling Structures	1470	100%	5,000				
	Relocation	1495.1	100%	2,000				
	Appliances	1465.1	12 ea	5,000				
PHA Wide	Non-dwelling equipment	1475	1	17,000				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Crossville Housing Authority		Grant Type and Number Capital Fund Program Grant No: TN37PO4250105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Administration	Clerk of the Works	1410.1	100%	25,000				
Management	Staff Training	1408		2,000				
Improvements	Office Automation	1408		10,000				
	Resident Employment	1408		6,000				
	Drug Elimination Program	1408		12,000				
	Speed up unit turnaround	1408		0				
	Speed up unit inspection	1408		0				
	Funds for development	1499		131,936				
	Funds used for operation	1406		20,000				

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

PHA Name: Crossville Housing Authority

Grant Type and Number

Capital Fund Program No: TN37PO4250105

Replacement Housing Factor No:

Federal FY of Grant: 2005

[illegible]

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Crossville Housing Authority				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 2005	Work Statement for Year 2 FFY Grant: PHA FY: 2006	Work Statement for Year 3 FFY Grant: PHA FY: 2007	Work Statement for Year 4 FFY Grant: PHA FY: 2008	Work Statement for Year 5 FFY Grant: PHA FY: 2009
	Annual Statement				
TN42-1					
TN42-2					
TN42-3					
TN42-4			57,500		
TN42-5		123,500			
TN42-6		137,758			
TN42-7			64,670		
TN42-14			67,500	174,749	150,000
TN42-16			71,588	110,345	111,258
PHA Wide		206,936	206,936	183,100	206,936
CFP Funds Listed for 5-year planning		468,194	468,194	468,194	468,194
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: PHA FY: 2006			Activities for Year: <u>2</u> FFY Grant: PHA FY: 2006		
2005	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	TN42-5	Plumbing	5,000	TN42-6	Plumbing	5,288
		Electrical	15,000		Electrical	5,000
		Mechanical	5,000		Mechanical	15,000
		Floors	10,000		Floors	15,470
		Paint	5,000		Paint	10,000
		Cabinets	10,000		Cabinets	10,000
		Sidewalks/Landscaping	11,500		Roofs	25,000
		Storage	5,000		Exterior Enhancement	5,000
		Tot Lot	1,000		Sidewalks/Landscaping	5,000
		Non dwelling Structures	10,000		Storage	5,000
		Relocation	2,000		Tot lot	1,000
		Appliances	7,000		Non dwelling structures	10,000
		Non dwelling equipment	17,000		Relocation	2,000
		Exterior Enhancement	5,000		Appliances	7,000
		Roofs	15,000		Non dwelling equipment	17,000
Total CFP Estimated Cost			\$ 123,500			\$ 137,758

Part II: Supporting Pages—Work Activities

\$ 71,588

Part II: Supporting Pages—Work Activities

\$ 64,670

Part II: Supporting Pages—Work Activities

[illegible]

Part II: Supporting Pages—Work Activities

[illegible]

Part II: Supporting Pages—Work Activities

[illegible]

Part II: Supporting Pages—Work Activities

[illegible]

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home- ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>